

Welcome.
This webinar begins at 2:00PM

To hear the audio portion of this
webinar, please call:
1-800-621-8523
Participant code: 2482409



1

Welcome. This webinar begins at 2:00PM To hear the audio portion of this webinar, please call: 1-800-621-8523 Participant code: 2482409



Central Contractor Registration (CCR)

New Registration Overview for Grantees
March 4, 2010



Central Contractor Registration (CCR)



Robert Burton, CCR/FedReg Program Manager
General Services Administration
Host: Tom Erdelyi, U.S. Dept. of Ed, Office of
The Chief Information Officer

3

Slide 3

Why must grantees register with the CCR?

The U.S. Department of Education's (ED) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury rather than through the Federal Reserve as in the past. As a result, all grantees and payees who receive payments from ED must register in the CCR, the U.S. Federal Government's primary registrant database.



4

Why must grantees register with the CCR?

When must grantees register with the CCR?

Grantees must register their Tax Identification Number (TIN) and Data Universal Number System (DUNS) before March 31, 2010 in the CCR database to allow for timely processing of this information.

The Department's Grants Management System (G5) will begin disbursing payments to grantees via Treasury on April 19, 2010.



5

When must grantees register with the CCR?

Outreach/Communication

- ▶ Existing grantees/payees were notified via mail and email of the new requirement to have their DUNS & TIN numbers registered in the CCR in order to receive grant funds from ED.
- ▶ Grant Award Notifications (GANs) will include Attachment V “Registration of DUNS and TIN Numbers in the CCR” – which informs grantees of the new requirements.
- ▶ The Notice Inviting Applicants (NIA) and application packages will include information on the new requirements.
- ▶ Program staff, via listservs or monitoring contacts, have been informing grantees of the new requirements.

6

Outreach/Communication

Documentation Reference

- ▶ For detail documentation pertaining to CCR New Registration
 - See <https://www.bpn.gov/ccr/handbook.aspx>
 - Select document format under “Registration Screenshots”



Documentation Reference

Welcome to CCR

The screenshot shows the Central Contractor Registration (CCR) website. At the top is the CCR logo and a navigation bar with links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, and Help. Below the navigation bar is a section for 'Quick Links' with a list of links: Dynamic, Small Business Search, ORCA, SBA, Request DUNS Number, Federal Business Opportunities, and a disability icon. The main content area is titled 'Welcome to Central Contractor Registration (CCR)' and includes a brief description of the CCR as the primary registrant database for the U.S. Federal Government. It also features a 'Log in to CCR' section with fields for User ID and Password, a 'Log In' button, and links for 'Forgot Password' and 'Forgot User ID'. Below the login section is a 'Create New Registration' section with a 'Start New Registration' button, a link to 'What You Need to Register', and a note about the processing time for new registrations. To the right of the login section is a 'CCR Registrations Over Time' section with a line graph showing the number of registrations from 2000 to 2009. The graph shows a general upward trend with some fluctuations. Below the graph is a link to 'Click the image to see full size.' At the bottom of the page is a 'CCR News and Announcements' section with a list of recent news items: '12/14/2009 - Scheduled Maintenance Notice for December 15, 2009', '05/06/2009 - SBA Notification Email', and '05/01/2008 - This is the header for lev's test detail'. There is also a link to 'View more Headlines'. The footer of the page includes the GSA logo, the USA.gov logo, and a note to all users: 'This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.'

Mr. Robert E. Burton II, CCR/FedReg Program Manager
CCR Version 4.09.4
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

8

Welcome to CCR

What You Need to Register (1 of 2)

What You Need To Register

IMPORTANT: Review the following FOUR key items you need before beginning registration.

1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet(D&B)
[+ More detail](#)
2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters
Not required for non-U.S. registrants
[+ More detail](#)
3. Statistical Information about your business
[+ More detail](#)
4. Electronic Funds Transfer (EFT) Information for payment of invoices
Not required for non-U.S. registrants
[+ More detail](#)

NOTE: ITEMS 1 AND 2 MAY BE COLLECTED AT THE SAME TIME.

[+ Full listing](#) and descriptions of all information needed to register.

[Close Window](#)

9

What You Need to Register (1 of 2)

What You Need to Register (2 of 2)

International Registrants

A foreign company that performs work outside the United States is required to register in the Central Contractor Registration (CCR) system in order to be awarded a contract, except under extenuating circumstances, in accordance with Federal Acquisition Regulations 4.1101(a)(5) in the [FAR](#).

Step 1: Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online [web form](#) process.

If you require additional D&B assistance, please email ccrhelp@dnb.com.

Step 2: Get an NCAGE code before beginning your registration in CCR.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Use the [NCAGE online form](#) to obtain an NCAGE. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have any questions about this form or have problems with it, call +9269 9617766 (DSN 661-5757) or send a message to NCAGE@dla.mil.

Step 3: Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B DUNS number.

A U.S. Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.

[Start Registration](#)

Related Links

- [NCAGE](#)
- [D&B Web Form for DUNS Number Request](#)
- [International FAQ's](#)

10

What You Need to Register (2 of 2)

Enter Organization's Information

New Registration

Enter Your Organization's Information

Organization Information

* Required Information

DUNS*:

Legal Business Name:

Doing Business As (DBA):

Physical Street Address:

City:

U.S. State or Canadian Province:

Foreign Province:

Zip+4/Postal Code:

Country:

11

Enter Organization's Information

Verify Your Results with D&B

New Registration

Verify Your Results With D&B

If you click "Accept/Continue Registration", the information from D&B will appear in your CCR registration.

If changes to your company name or physical address are needed, please click "Cancel" and contact D&B to make corrections before proceeding with your CCR registration.

Contact D&B at 1-866-705-5711 (US Only) or ccrhelp@dnb.com (International).

Data You Input	D&B Data
Alpha Janitorial Inc	ALPHA JANITORIAL, INC.
5018 W 121st Street	5018 W 121ST ST
Alsip	ALSIP
IL	IL
60803-3117	608033117
USA	USA

12

Verify Your Results with D&B

Click Create User Account

New Users

If you have not yet created a user account, please [Create a User Account](#)

Existing Users

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

13

Click Create User Account

Enter User Information and Choose Security Questions

Create User Account

Enter User Information (* Required Information)

Email*:
(e.g. email@opn.gov)

User ID*:

Password*:
min 8 characters, case sensitive
1 each: upperlower case, number, special character

Confirm Password*:
[See Additional Password Rules](#)

First Name*:

Last Name*:

Telephone*:
(e.g. 202-555-1212)

Telephone Ext: International Number ☐

Choose Security Questions (* Required Information)

Please answer all 5 security questions with easily remembered, one-word answers. These questions will be used to verify your identity if you need to reset your password.

Please Select a Security Question...

Please Select a Security Question...

Please Select a Security Question...

Please Select a Security Question...

Please Select a Security Question...

14

Enter User Information and Choose Security Questions

User Account Created – Click Continue

Create User Account

User Account Confirmation

Your user account has been successfully created.

Your User ID: cctest5

Name:

Email Address: American@email.com

Continue

15

User Account Created – Click Continue

When Your Input Does Not Match D&B Sufficiently

New Registration

Although DUNS number 831226449 is correctly formatted, the information you input did not sufficiently match what is on file at D&B for this DUNS Number.

You may:

1. Try again by correcting your input below OR
2. Contact D&B to make a change to your D&B DUNS Record.
US Registrants: D&B Customer Service 1-866-705-5711
International Registrants: D&B Webform or e-mail corporate@dnb.com

You may re-attempt New Registration 24-48 hours after D&B has confirmed the change to your D&B DUNS record.

Enter Your Organization's Information

Organization Information

* Required Information

DUNS*: 831226449

Legal Business Name: Alpha Janitorial Inc

Doing Business As (DBA):

Physical Street Address:

City:

U.S. State or Canadian Province:

Foreign Province:

Zip+4/Postal Code:

Country: UNITED STATES

16

When Your Input Does Not Match D&B Sufficiently

Log in with User ID and Password

The screenshot displays the Central Contractor Registration (CCR) website. At the top, there is a navigation bar with links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, and Help. Below this is a secondary navigation bar with links: Contractors, Grantees, International Registrants, Small Businesses, Security Notes, and 5,786 Active Registrants. A 'Quick Links' sidebar on the left includes links for Dynamic, Small Business Search, ORCA, SBA, Request DUNS Number, and Federal Business Opportunities. The main content area features a welcome message, a 'Log in to CCR' section with fields for User ID and Password, and a 'Create New Registration' section with a 'Start New Registration' button. To the right, there is a 'CCR Registrations Over Time' line graph. Below the graph, there is a 'CCR News and Announcements' section with a list of recent news items and a 'View more Headlines' link. The footer includes the GSA logo, the USA.gov logo, and a note to all users.

Welcome to Central Contractor Registration (CCR)
Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

Log in to CCR

→ User ID:
Password:

[Forgot Password](#) [Forgot User ID](#)

Create New Registration

[What You Need to Register](#)
[International Registrants](#)
Note: New registrations usually take 1-2 business days to process once completed by the vendor.

CCR Registrations Over Time

CCR Registrations Over Time

Click the image to see full size.

CCR News and Announcements

12/14/2009 - [Scheduled Maintenance Notice for December 15, 2009](#)
05/06/2009 - [SBA Notification Email](#)
05/01/2008 - [This is the header for lev's test detail.](#)
[View more Headlines](#)

Mr. Robert E. Burton II, CCR/FedReg Program Manager
CCR Version 4.09.4
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

17

Log in with User ID and Password

Manage Registrations Page: Click New Registration

CENTRAL CONTRACTOR REGISTRATION

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

New Registration Manage Registrations Edit User Information Change Password Log Out

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome [User Name]

CCR registrations linked to your account

DUNS	CAGE	Company Name	Status	View	Action	Manage Users
001361773	23035	KOEHLER INSTRUMENT COMPANY, INC.	Incomplete Registration last referenced 10/21/2009. Registrant has initiated entry of a new CCR profile, which is missing one or more mandatory data elements. Registrant should review their CCR profile and supply missing information.	View	Update/Renew	Users
002034783		DAVIS AIRCRAFT PRODUCTS CO., INC.	Your registration has been temporarily locked while it undergoes processing by the CCR system. If you wish to make further updates to your profile, please try again in a couple of hours.	View	Update/Renew	Users
626824168		TNT CONSTRUCTION	Incomplete Registration last referenced 11/10/2009. Registrant has initiated entry of a new CCR profile, which is missing one or more mandatory data elements. Registrant should review their CCR profile and supply missing information.	View	Update/Renew	Users
831226449		ALPHA JANITORIAL, INC.	Incomplete Registration last referenced 07/27/2009. Registrant has initiated entry of a new CCR profile, which is missing one or more mandatory data elements. Registrant should review their CCR profile and supply missing information.	View	Update/Renew	Users

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

18

Manage Registrations Page: Click New Registration

Instructions Page—Read and Click Continue Registration

CENTRAL CONTRACTOR REGISTRATION

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Home Manage Registrations New Registration Delete Registration View Registration Help Log Out

Registration Status
New Registration

Navigation Menu

Required Information [Status](#)

General Information

Corporate Information

Goods / Services

Financial

Points of Contact

IRS Consent

Optional Pages [Status](#)

Optional Contacts

EDI

Disaster Response

DUNS +4

D&D Monitoring [Status](#)

D&D Monitoring

System Messages

How to Complete Your CCR Registration

- Enter valid data in all required fields for each of the required pages listed in the Navigation Menu (on the left).
- Click the "Validate/Save Data" button at the bottom of each required page.
- On the left Navigation Menu, verify that all required pages are updated (indicated by a green status box with a white check).
- A Registration Completion Page will appear once all required fields have been successfully completed.

Validation takes 1-2 business days and will result in an email. Please contact the help desk if you have not received your email within 3-4 business days.

Accuracy and maintenance of data is your responsibility and registrations must be validated yearly to maintain an Active CCR status.

For Official Use Only.

GSA

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

19

Instructions Page—Read and Click Continue Registration

Create Contact Template

Create Contact Template

The information you enter below can be automatically copied to any Point of Contact in CCR by clicking the [Paste Contact Template] button in the desired Point of Contact.

☐ Fill this template with the Accounts Receivable Point of Contact contact information.

Template Fields

Name:

E-mail Address:

Address Line 1:

Address Line 2:

City:

State:

Province:

Zip/Postal Code: [U.S. Zip+4 Code](#)

[Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

20

Create Contact Template

System Messages Displayed

EDI <input type="button" value="NR"/> Disaster Response <input type="button" value="NR"/> DUNS +4 <input type="button" value="NR"/> D&B Monitoring <input type="button" value="Status"/> D&B Monitoring <input checked="" type="button" value="✓"/>	System Messages <ul style="list-style-type: none">• Business Start Date is a required value.• Either an SSN or TINEIN is required, but not both.• Fiscal Year End is a required value and must be a month and day combination: MM/DD.• Mailing Address is required.• Either an SSN or TINEIN is required, but not both.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

(DBA):	
<input type="button" value="!"/>	TINEIN: <input type="text"/>
Either an SSN or TINEIN is required, but not both.	
<input type="button" value="!"/>	SSN: <input type="text"/> Enter SSN only if sole Proprietor without a TIN
Either an SSN or TINEIN is required, but not both.	
Division Name: <input type="text"/>	
Division Number: <input type="text"/>	
Company URL: <input type="text"/>	
Physical Address	
<input type="button" value="V"/>	Physical Street Address 1: <input type="text" value="5018 W 121ST ST"/>

21

System Messages Displayed

Corporate Information Page

The screenshot displays the 'Corporate Information' page within the Central Contractor Registration (CCR) system. The page features a navigation menu on the left with sections for 'Required Information' and 'Optional Pages'. The 'Corporate Information' section is currently selected. The main content area contains two primary sections: 'Relationship' and 'Organization Type'. The 'Relationship' section asks for the type of relationship with the Federal Government, with radio button options for Grants, Contracts, and Contracts and Grants. The 'Organization Type' section asks for the organization's classification, with radio button options for U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency, and Business or Organization. A 'Validate/Save Data' button is located at the bottom right of the form. The page also includes a 'System Messages' section at the bottom left and a 'For Official Use Only' section at the bottom right. The footer contains the GSA logo, the USA.gov logo, and a note to all users stating that the system is a Federal Government computer system and its use constitutes consent to monitoring at all times.

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Home Manage Registrations New Registration Delete Registration View Registrations Help Log Out

Registration Status
New Registration

Navigation Menu

Required Information [Status](#)

General Information ☒

Corporate Information ☐

Goods / Services ☐

Financial ☐

Points of Contact ☐

IRS Consent ☐

Optional Pages [Status](#)

Optional Contacts ☐

EDI ☐

Disaster Response ☐

DUNS ☐

D&B Monitoring ☐

D&B Monitoring ☒

System Messages

Corporate Information [Page Help](#)

☐ Missing or Invalid Data ☒ Required Data ☐ View-Only Data (Edits not allowed)

Relationship

☒ What type of relationship do you or your organization want to have with the Federal Government? (Please indicate the type of opportunities you plan to pursue with the Government. Select one.)

☐ Grants

☐ Contracts

☐ Contracts and Grants

Organization Type

☒ Please categorize your organization:

☐ U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency

☐ Business or Organization

[Page Help](#)

Validate/Save Data

For Official Use Only

GSA

USA.gov
Government Made Easy

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

22

Corporate Information Page

Select Organization Type (1 of 2)

Organization Type

1. Please select your organization:

- ☐ U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency
- ☐ Business or Organization

Type of Government

2. Please select your type of Government entity:

- ☐ Federal Government (if selected, choose all subgroups that apply)
 - ☐ Federal Agency
 - ☐ Federally Funded Research and Development Corporation
- ☐ U.S. State Government
- ☐ U.S. Local Government (if selected, choose all subgroups that apply)
 - ☐ City
 - ☐ County
 - ☐ Inter-municipal
 - ☐ Local Government Owned
 - ☐ Municipality
 - ☐ School District
 - ☐ Township
 - ☐ Tribal Government
 - ☐ Foreign Government

3. Is your organization/agency one of the following? (Optional information. Check if the types apply to your organization.)

- ☐ Airport Authority
- ☐ Council of Governments
- ☐ Housing Authorities Public/Tribal
- ☐ Interstate Entity
- ☐ Planning Commission
- ☐ Port Authority
- ☐ Transit Authority

Other Business Factors (Optional information):

4. Does your Organization qualify as one of the following? (Optional information. Check if the types apply to your organization.)

- ☐ Community Development Corporation
- ☐ Domestic Shelter
- ☐ Educational institution
- ☐ Foundation
- ☐ Hospital
- ☐ Veterinary Hospital

If your Organization is an Education Entity, does it qualify as one of the following? (Optional information. Check if the types apply to your organization.)

- ☐ 1862 Land Grant College
- ☐ 1890 Land Grant College
- ☐ 1994 Land Grant College
- ☐ Historically Black College or University (HBCU)
- ☐ Minority Institutions
- ☐ Private University or College
- ☐ School of Forestry
- ☐ Hispanic Serving Institution
- ☐ State Controlled Institution of Higher Learning
- ☐ Tribal College
- ☐ Veterinary College
- ☐ Mexican Native Serving Institution (NMIS)
- ☐ Native Hawaiian Serving Institution (NHSI)

What is the nature of your organization's business? (Optional information. Check all that apply.)

- ☐ Architecture and Engineering (A/E)
- ☐ Construction Firm
- ☐ Manufacturer of Goods
- ☐ Research and Development
- ☐ Service Provider

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?

- ☐ Yes - DOT Certified DBE

If your organization is a Federally Recognized Native American Entity, check all that apply:

- ☐ American Indian Corporation Owned Firm
- ☐ American Indian Owned
- ☐ Indian Tribe (Federally Recognized)
- ☐ Native Hawaiian Organization Owned Firm
- ☐ Tribal Government Owned Firm

US Federal, State, Local, Tribal,
Foreign Government entity/agency

23

Select Organization Type (1 of 2)

Select Organization Type (2 of 2)

Registration Type
1. Please categorize your organization:
☐ U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency
☒ Business or Organization

Organizational Structure
2. Please indicate the form of your Business or Organization as defined by the IRS. (Check one)
☐ Corporate Entity, Not Tax Exempt (firms pay U.S. Federal Income Taxes or U.S. Possession Income Taxes)
☐ Corporate Entity, Tax Exempt (firms does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)
☐ Partnership or Limited Liability Partnership
☐ Sole Proprietorship
☐ International Organization
☐ Other
Check one if applicable:
☐ Limited Liability Company (if applicable)
☐ Subchapter S Corporation (if applicable)

Business Information
3. Is your Business/Organization one of the following?
☐ Foreign-Owned and Located
☐ Small Agricultural Cooperative
4. What is your Organization's Profit Structure? Please check one of the following.
☐ For-Profit Organization
☐ Nonprofit Organization
☐ Other Not for Profit Organization
5. If your Business qualifies in one of the following Social-Economic Categories, check all that apply to the current status of your Business. (Select Business Status will automatically be derived from the Foreign, Native, or American, Asian, or Hispanic/Latino, and HUBS codes entered in the General Information portion of the registration.)
☐ Community Development Corporation (United Form)
☐ Labor Service Area Firm
6. These categories require that the firm is 80% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:
☐ Small Certified Small Development Business
☐ Veteran Owned Business
☐ Disabled Veteran Owned Business
☐ Women Owned Business
☐ Minority Owned Business (select one that one sub-type is required)
☐ Asian-Pacific American Owned
☐ Subcontinent Asian (Asian-Indian) American Owned
☐ Black American Owned
☐ Hispanic American Owned
☐ Native American Owned
☐ Other than one of the preceding

Other Business Factors (Optional Information)
7. Does your Organization qualify as one of the following? (Optional information. Check if the types apply to your organization.)
☐ Community Development Corporation
☐ Community Shelter
☐ Educational Institution
☐ Foundation
☐ Hospital
☐ Hospice
8. If your Organization is an Education Entity, does it qualify as one of the following? (Optional information. Check if one type applies to your organization.)
☐ 1680 Land Grant College
☐ 1680 Land Grant College
☐ 1680 Land Grant College
☐ Community Bank College or University (CB/CU)
☐ Security Institutions
☐ Private University or College
☐ School of Nursing
☐ Hispanic Serving Institution
☐ State Coordinator Institution of Higher Learning
☐ Tribal College
☐ Veterinary College
☐ American Native Serving Institution (ANIS)
☐ Native Hawaiian Serving Institution (NHSI)
9. What is the Nature of your organization's Business? (Optional information. Check all that apply)
☐ Architecture and Engineering (A/E)
☐ Construction Firm
☐ Manufacturer of Goods
☐ Research and Development
☐ Service Provider
10. Is your Business certified by a state certifying agency as a Department of Transportation (DOT) Development Business Enterprise (DBE)?
☐ Yes - DOT Certified DBE
11. If your organization is a Federally Recognized Native American Entity, check all that apply:
☐ Subchapter S Corporation (United Form)
☐ American Indian Owned
☐ Indian Tribe (Federally Recognized)
☐ Native Hawaiian Organization (United Form)
☐ Tribal Owned Firm

Business or Organization

24

Select Organization Type (2 of 2)

Corporate Entity Selected on Corporate Information page

Organizational Structure

*** Please indicate the form of your Business or Organization as defined by the IRS. (Check one)**

☒ Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)

☐ Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)

☐ Partnership or Limited Liability Partnership

☐ Sole Proprietorship

☐ International Organization

☐ Other

Check one if applicable.

☐ Limited Liability Company (if applicable)

☐ Subchapter S Corporation (if applicable)

Incorporation

Required if you selected "Corporate Entity" as Type of Organization

***** State of Incorporation: (USA Only)

[U.S. State code list](#)

***** Country of Incorporation:

25

Corporate Entity Selected on Corporate Information page

Sole Proprietorship Selected on Corporate Entity Page

Organizational Structure

Please indicate the form of your Business or Organization as defined by the IRS. (Select one)

☐ Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)

☐ Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)

☐ Partnership or Limited Liability Partnership

☒ Sole Proprietorship

☐ International Organization

☐ Other

Check one if applicable.

☐ Limited Liability Company (if applicable)

☐ Subchapter S Corporation (if applicable)

Sole Proprietorship Point of Contact

Required if you selected "Sole Proprietorship" as Type of Organization

Name:

E-mail Address:
(e.g. email@bpn.gov)

U.S. Phone Number:

Telephone
Extension:

Non-U.S. Phone Number:

Fax Number:

26

Sole Proprietorship Selected on Corporate Entity Page

Goods/Services Page

27

Goods/Services Page

Financial Information Page

The screenshot displays the 'Financial Information' page within the 'CENTRAL SYSTEM FOR REGISTRATION' interface. The page is divided into several sections for data entry:

- Navigation Menu:** Includes links for 'New Registration', 'Financial Information', 'Personal Information', 'Contact Information', 'Payment Information', 'System Manager', and 'Help'.
- Registration Status:** Shows 'New Registration' as the active status.
- Financial Information Section:**
 - Banking or Credit Card:** Fields for 'Bank Name', 'Account Number', and 'Card Number'.
 - Financial Institution:** Fields for 'Institution Name', 'Branch Name', and 'Address'.
 - Payment Information:** Fields for 'Payment Method', 'Payment Amount', and 'Payment Date'.
 - System Manager:** A section for managing the system, including fields for 'System Manager Name', 'System Manager Email', and 'System Manager Phone'.
- Personal Information Section:**
 - Personal Information:** Fields for 'First Name', 'Last Name', 'Date of Birth', 'Gender', and 'Marital Status'.
 - Address Information:** Fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Country'.
 - Emergency Contact Information:** Fields for 'Emergency Contact Name', 'Emergency Contact Address', 'Emergency Contact City', 'Emergency Contact State', 'Emergency Contact Zip Code', and 'Emergency Contact Country'.
- System Manager Section:** Fields for 'System Manager Name', 'System Manager Email', and 'System Manager Phone'.

The page also includes a footer with the text: 'Mr. Richard E. Burton is CCR/HR/HR Program Manager' and 'This is a Federal Government computer system. Use of this system constitutes consent to monitoring and control.'

28

Financial Information Page

Points of Contact Page (1 of 2)

Part 1

The screenshot displays the 'Points of Contact (POC)' page within the Central Registration System (CCR). The page is structured into three main sections: Individual, Government Business Point of Contact, and International. Each section contains a list of fields to be filled out, including Name, Address, Phone Number, and Fax Number. The page is titled 'Points of Contact (POC)' and includes a navigation bar at the top with links to 'New Registration', 'Existing Registrations', 'Points of Contact', and 'Log Out'. The page number '29' is visible in the bottom right corner.

Points of Contact Page (1 of 2)

Points of Contact Page (2 of 2)

Part 2

Electronic Business Point of Contact - Primary

This information will be publicly displayed on the CCR Search Results page.

Copy address information to multiple contacts by clicking the **Copy Contact Template** button and pasting the information.

Copy Contact Template **Paste Contact Template**

Name

E-mail Address (e.g. email@domain.com)

Address Line 1

Address Line 2

City

U.S. State or Canadian Province

Province All countries other than U.S. or Canada

Zip/Postal Code

U.S. Zip is Code/County

Country

U.S. Phone Number

Telephone Extension

Non-U.S. Phone Number

Fax Number

Electronic Business Point of Contact - Alternate

This information will be publicly displayed on the CCR Search Results page.

Copy address information to multiple contacts by clicking the **Copy Contact Template** button and pasting the information.

Copy Contact Template **Paste Contact Template**

Name

E-mail Address (e.g. email@domain.com)

Address Line 1

Address Line 2

City

U.S. State or Canadian Province

Province All countries other than U.S. or Canada

Zip/Postal Code

U.S. Zip is Code/County

Country

U.S. Phone Number

Telephone Extension

Non-U.S. Phone Number

Fax Number

Alternate/Partner Identification Number (APIN)

APIN

Consider your own APIN. It will be shared with authorized partner applications (e.g. Grants and Loans Applications and Certifications Application (CICA), Post Performance Information Review System (PIRS), etc).

The APIN will be used to track all other systems, and you should provide it as such.

The APIN must be nine characters long and contain at least one letter, one number, and one special character.

Save Info

Cancel/Save Data

For Official Use Only

Mr. Robert E. Dwyer is CCR/Policy Program Manager

Notice of Privacy: This is a Federal Government computer system. Use of this system constitutes consent to monitoring of activities.

Points of Contact Page (2 of 2)

IRS Consent Page

CENTRAL CONTRACTOR REGISTRATION

CCR Home | CCR Search | Federal Agency Registration | News | Release Notes | Request Data Access | Help

Home | Manage Registrations | New Registration | Delete Registration | View Registration | Help | Log Out

Registration Status: **New Registration**

Navigation Menu:

- Required Information: **General Information** (Status: **✓**)
- Corporate Information (Status: **✓**)
- Goods/Services (Status: **✓**)
- Financial (Status: **✓**)
- Points of Contact (Status: **✓**)
- IRS Consent** (Status: **✗**)
- Optional Pages: **Optional Contacts** (Status: **✗**)
- EDR** (Status: **✗**)
- Disaster Response** (Status: **✗**)
- DMRS v4** (Status: **✗**)
- DAB Monitoring** (Status: **✓**)
- DAB Monitoring** (Status: **✓**)

System Messages

CONSENT TO DISCLOSURE OF TAX INFORMATION

Page 1 of 1

I hereby authorize the Internal Revenue Service (IRS) to validate that the Legal Business Name and Taxpayer Identification Number (TIN) (Employer Identification Number or Social Security Number) provided by the registrant matches or does not match the name and/or name control and TIN in the files of the IRS for the most current tax year reported.

Pursuant to 26 U.S.C. § 1033(c), I hereby authorize the Internal Revenue Service (IRS) to disclose to the officers and employees of the Central Contractor Registration (CCR) Program Office whether the name and/or name control and TIN provided in connection with this registration is the TIN maintained in IRS files for **COMPUTER COMPONENTS, INC.** for the most current tax year reported. I recognize that this validated TIN will reside on the CCR and be accessible to Federal Government procurement officials and other government personnel performing managerial review and oversight, for use in all governmental business activities including tax reporting requirements and debt collection.

For questions about your EDR, please call the IRS at 1-800-255-0554. For questions about your TIN, please call the Social Security Administration at 1-800-772-1213. In addition to providing the following information, I certify that I have the authority to execute this consent for the disclosure of **this return** information on behalf of the registrant.

☐ Missing or Invalid Data ☒ Required Data ☐ New-Only Data (Data not allowed)

TIN Consent

☒ Taxpayer Name: **COMPUTER COMPONENTS, INC.**

☒ Taxpayer Identification Number (TIN): **000000000** See above note for EIN definition

☒ Taxpayer Street Address 1: **78 KIRKPES RD**

☒ Taxpayer Street Address 2:

☒ Taxpayer City: **EAST GRANBY**

☒ Taxpayer State: **CT**

☒ Taxpayer Zip+4/Postal Code: **06026-9645**

☒ Taxpayer Country: **USA**

☒ Type of Tax: **APPLICABLE FEDERAL TAX**

☒ Tax Year (insert most recent tax year):

☒ Name of Individual Executing Consent:

☒ Title of Individual Executing Consent:

☒ Signature: Enter your MPIN here

Your MPIN can be found at the bottom of the [Consent at Contact Page](#)

☒ Date: **03/16/2009**

Page 1 of 1

For Official Use Only:

GSA

Mr. Robert E. Burton II, CCR-PeReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

31

IRS Consent Page

Registration Complete Page (1 of 3)

Registration Complete

DUNS: 001666619

Date: 7/27/2009


[Send To Printer](#)

NOTE: If you would like a print your entire registration for your records, please click on View Registration in the menu bar at the top of the page and then click on "Send to Printer".

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at [HTTPS://ORCA.BPN.GOV](https://ORCA.BPN.GOV) to enter the information electronically.

You have successfully finished your CCR Registration!!!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.



View your SBA
Small Business
Types

For Official Use Only.

32

Registration Complete Page (1 of 3)

Registration Complete Page (2 of 3)

Registration Complete

DUNS: 626824168	Date: 7/27/2009
-----------------	-----------------

[Send To Printer](#)


NOTE: If you would like a print your entire registration for your records, please click on View Registration in the menu bar at the top of the page and then click on "Send to Printer".

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at [HTTPS://ORCA.BPN.GOV](https://ORCA.BPN.GOV) to enter the information electronically.


You have successfully finished your CCR Registration!!!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Please select the [Register or Update your SBA Profile] button to complete SBA's supplemental page. If you are applying for certification as a HUBZone, Small Disadvantaged Business, or the 8(a) Business Development Program, you must complete the SBA Supplemental page.



SBA View your SBA
Small Business
Types



SBA Register or
Update your
SBA Profile

For Official Use Only.

Qualified for one or more
SBA Small Business Types

33

Registration Complete Page (2 of 3)

Registration Complete Page (2 of 3)

Registration Complete

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your profile, please use the [Registration Menu] located on the left of your screen. Otherwise to leave this program, click "Quit CCR" on the application menu.

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at [HTTPS://ORCA.BPN.GOV](https://orca.bpn.gov) to enter the information electronically.

Our records indicate that DUNS number 002643443 also resides in the Federal Agency Registration (FedReg). We will be notifying the FedReg POC for DUNS Number 002643443 that a CCR record is being created using that DUNS number.

You have successfully finished your CCR Registration!!!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Note: CCR is currently unable to check for any new SBA Small Business Types. Select the [View your SBA Small Business Types] button for more details.



For Official Use Only.

DUNS Number in FedReg Message

34

Registration Complete Page (2 of 3)

BACKUP SLIDES

35

Backup Slides

User Account Pages: New Registration Page

36

User Account Pages: New Registration Page

Manage Registrations Page



The screenshot displays the 'Manage Registrations' page of the Central Contractor Registration (CCR) system. The page features a header with the CCR logo and navigation links. A sidebar on the left contains 'Quick Links' such as 'Dynamic Small Business Search', 'ORCA', 'SB4', 'Request DUNS Number', and 'Federal Business Opportunities'. The main content area includes a welcome message for 'Jack' and a section titled 'CCR registrations linked to your account'. This section contains a table with one registration entry for 'CHICAGO BINGO HALL'. The table has columns for DUNS, CAGE, Company Name, Status, View Action, and Manage Users. A note below the table states that an update has been initiated to the profile due to missing mandatory data elements. The footer includes logos for GSA and USA.gov, along with a disclaimer from Mr. Robert E. Burton II, CCRFedReg Program Manager.

CENTRAL CONTRACTOR REGISTRATION

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

New Registration **Manage Registrations** Edit User Information Change Password Log Out

Quick Links

- Dynamic Small Business Search
- ORCA
- SB4
- Request DUNS Number
- Federal Business Opportunities

Manage Registrations

Welcome Jack

CCR registrations linked to your account

DUNS	CAGE	Company Name	Status	View Action	Manage Users
111111111	4N495	CHICAGO BINGO HALL	Active in CCR until 05/14/2009. An update has been initiated to this profile which is missing one or more mandatory data elements. Registrant should review their CCR profile and supply missing information.	View Update/Renew	Users

Mr. Robert E. Burton II, CCRFedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

37

Manage Registrations Page

Edit User Information Page

CENTRAL CONTRACTOR REGISTRATION

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

New Registration Manage Registrations **Edit User Information** Change Password Log Out

Quick Links

- Dynamic
- Small
- Business
- Search
- ORCA
- SSA
- Request
- DUNS
- Number
- Federal Business Opportunities

Edit User Information

Enter User Information (* Required Information)

Email*:
(e.g. email@bpn.gov)

User ID*:

First Name*:

Last Name*:

Telephone*:
(e.g. 202-555-1212)

Telephone Ext: International Number ☐

Choose Security Questions (* Required Information)

Please answer all 5 security questions with easily remembered, one-word answers. These questions will be used to verify your identity if you need to reset your password.

What is the street number of the house you grew up in?

What was your high school mascot?

On what street did your best friend in high school live?

What is your father's middle name?

As a child, what did you want to be when you grew up?

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

38

Edit User Information Page

Change Password Page

Change Password

Enter New Password (* Required Fields)

Old Password*:

New Password*:

min 8 characters, case sensitive

1 each: upper/lower case, number, special character

Confirm Password*:

[See Additional Password Rules](#)

Change Password

Cancel

39

Change Password Page

Manage Users Page

CENTRAL CONTRACTOR REGISTRATION

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

New Registration Manage Registrations Edit User Information Change Password Log Out

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Manage Users for DUNS: 111111111

The existing Administrator user cannot be removed. To remove an Administrator user, more than one Administrator account must be assigned to this registration.

Users assigned to this registration

User ID	Access Level	Name	Email Address	Phone Number	Delete
cortestB	Administrator	Sprat, Jack	qq@dev.bpn.gov	2699611234	Remove

Pending Invitations

No pending invitations exist for this DUNS.

Add User

Existing users will receive an email notifying them of this invitation and requesting that they sign in to accept or deny. New users will receive an email invitation to create a CCR user profile that will be assigned to this registration. A Maintenance user will have the ability to access, update, or renew all registration data excluding Primary or Alternate POC data.

Access Level:

Email Address:

Confirm Email:

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

40

Manage Users Page

Frequently Asked Questions

1. How often do grantees need to register with the CCR?

Answer: You must renew and validate your registration at least 12 months from the date you previously registered.

2. Is it mandatory that all grantees doing business with ED register with the CCR?

Answer: Yes. If you do not register, you risk not receiving payments.

3. Who do I contact if I have a question?

Answer: If you need assistance with the CCR registration process, contact the CCR Federal Service Desk at 866-606-8220 or click on the following URL to submit a request: <https://www.fsd.gov/clients/>

If you have questions that are G5 specific, contact the G5 Hotline at 888-336-8930 or you may also email edcaps.user@ed.gov.

41

Frequently Asked Questions

Frequently Asked Questions

4. Will my grant payment be withheld if my DUNS and TIN is not registered in the CCR by April 19, 2010?
Answer: No. You must call the G5 Hotline at 888-336-8930 to request payment.
5. Must grantees in receipt of Recovery Act funds register with the CCR?
Answer: Yes
6. What happens if I make a payment request in G5 and do not have a DUNS or TIN registered in the CCR?
Answer: G5 will generate an error message. You must call the G5 Hotline at this point to request payment.
7. Do I need to register for a DUNS and TIN for each grant award or payee?
Answer: Yes.

42

Frequently Asked Questions